

**PRODUCTION CONTROL
Combat Communications Squadron**

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume within the Production Control work center. Production Control is comprised of the Maintenance Control and Materiel Control work centers.

2. Authority. The policy and guidance for the operation of the Production Control work center is derived from numerous regulations, the majority of which are contained in, but not limited to, the 56-series, AFI 21-series (formerly 66-series), AFMAN 23-110 (formerly 67-series), 102-series, and AFI 31-series (formerly 205-series) of Air Force (AF) and/or Air National Guard (ANG) directives. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5.

3. Applicability:

a. This standard applies to all ANG Combat Communications Squadrons authorized a Production Control work center, FAC 2600C3, except as noted below:

- (1) 114 CCSQ, Jacksonville FL
- (2) 118 CCSQ, Badin NC
- (3) 176 CCSQ, Anchorage AK
- (4) 205 CCSQ, Lexington KY
- (5) 285 CCFT, St. Croix VI

b. This standard applies to peacetime operations only.

4. Standard Data:

a. Classification. Type II.

b. Approval Date. 16 June 1994.

c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).

d. Standard Man-hour Equation. $Y = 258.5 + 4.281X$.

e. Workload Factor (WLF):

(1) Title. An Equipment Unit Type Code (UTC) Supported.

(2) Definition. The total number of Equipment UTCs maintained by the Communications-Electronics Maintenance work center.

(3) Source. Unit's Designed Operational Capability (DOC) Statement maintained by ANGRC/SCOM.

(a) For all units except the 263, 282, and the 283 CCSQs: Count all equipment UTCs in Section II, paragraph C. In Section IV, paragraph A, count all equipment UTCs except those "awaiting receipt" and "awaiting disposition." In Section IV, paragraph B, count only the equipment UTCs not previously counted in Section II, paragraph C and Section IV, paragraph A. Refer to UTC Listing at attachment 3 for acceptable list of Combat Communications equipment UTCs.

(b) For the 263, 282, 283 CCSQ and any other unit which has a UTC tasking to support "WARTIME/TCCE-CA": Count all equipment UTCs in Section II, paragraph C. In Section V, paragraph B, count only the equipment UTCs not previously counted in Section II, paragraph C. Refer to UTC Listing at attachment 3 for acceptable list of Combat Communications equipment UTCs.

5. Application Instructions:

a. The valid man-hour range for this ANGMS is 258.47 through 488.97. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended. Maintenance Control and Materiel Control were combined to make efficient use of functional manpower and improve the overall operation of this work center.

b. Manual Application:

(1) Determine the correct value for the WLF identified in paragraph 4e above. Substitute the value for the appropriate value of X in the man-hour equation identified in paragraph 4d.

(2) Determine the Geographically Separated Unit (GSU) additive man-hours by applying the appropriate equation depicted in ANGMS GSUADD.CC. Add these man-hours to the standard man-hours computed in paragraph 5.b.(1) for each GSU unit. This represents the unit's total required man-hours.

(3) Divide the total required man-hours by the appropriate civilian Man-hour Availability Factor (MAF) to determine the total manpower requirements.

c. Automated Application:

(1) Hardware/Software Requirements:

(a) IBM compatible computer with 80386 microprocessor.

(b) Lotus 123 Release 3.

(c) Lotus 123 File, COMBAT.WK3.

(2) First load the Lotus 123R3 file, "COMBAT.WK3." From the menu, select "Enter Workload Data."

Next, enter the number of equipment UTCs supported and the total number of traditional guardsmen authorized for each unit. The program will calculate the standard and GSU additive man-hours. The total required man-hours/manpower will be automatically allocated to each unit. On-screen instructions are provided to assist with saving and printing data.

d. Refer to the Standard Manpower Table, AF Form 1113, to determine specific Air Force specialties.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

- a. Minimum response rates.
- b. Minimum manpower levels.
- c. Standardized crew complements.
- d. Safety considerations.
- e. Aircraft turn-around time.
- f. Length of waiting periods.
- g. Levels of backlog.
- h. Hours of operation.

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- 3 Attachments**
- 1. Work Center Description**
 - 2. Standard Manpower Table**
 - 3. UTC Listing**

WORK CENTER DESCRIPTION

Production Control

DIRECT:

1. MAINTENANCE CONTROL:

1.1. PERFORMS MAINTENANCE CONTROL OPERATION:

1.1.1. DEVELOPS DIRECTIVE. Develops policy, procedure, plan, operating instruction, checklist, or performance standard by researching, drafting, proofreading typed copy, and signing or initialing completed directive as required.

1.1.2. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on the Maintenance Control work center and to identify possible trends which require management action.

1.2. PLANS AND SCHEDULES MAINTENANCE ACTIVITY:

1.2.1. PLANS ACTIVITY:

1.2.1.1. DEVELOPS MONTHLY UTILIZATION AND MAINTENANCE PLAN OR ORDER. Researches and compiles information required for the monthly maintenance plan. Organizes, drafts, and edits plan. Performs associated travel.

1.2.1.2. MAINTAINS PROGRAM DEPOT MAINTENANCE LISTING. Keeps current serial number listing of projected inputs and outputs of equipment in depot repair program.

1.2.2. SCHEDULES DAILY MAINTENANCE:

1.2.2.1. INITIATES WORK ORDER. Initiates work order on Air Force Technical Order (AFTO) Form 349, Maintenance Data Collection Record, or major command alternate for all known scheduled maintenance and inspection. Adds to scheduled work requirement originating from other work center or deferred maintenance that must be rescheduled. Performs associated travel.

1.2.2.2. MAINTAINS WORK ORDER FILE. Maintains active work order suspense file.

1.2.2.3. MAINTAINS DEFERRED DISCREPANCY FILE. Monitors file for discrepancy requiring maintenance. Performs reconciliation and inputs and extracts data to or from file.

1.2.2.3.1. MONITORS DEFERRED DISCREPANCY FILE. Uses information in file as required to schedule maintenance action.

1.2.2.3.2. PERFORMS RECONCILIATION. Distributes deferred discrepancy event listing to each maintenance work center and reviews listing.

1.2.2.3.2.1. REVIEWS DOCUMENT IN OFFICE.

1.2.2.3.2.2. DELEGATES DOCUMENT VALIDATION. Sends automated product to maintenance work center for verification.

1.2.2.4. DEVELOPS MAINTENANCE UTILIZATION SCHEDULE. Conducts weekly meeting to verify the equipment utilization and maintenance need for the next week and to set up work priority.

1.2.2.5. ESTABLISHES JOB CONTROL NUMBER (JCN) PROCEDURE:

1.2.2.5.1. INITIATES A MAINTENANCE OPERATING INSTRUCTION (MOI) ESTABLISHING PROCEDURE FOR THE ASSIGNMENT OF JCN.

1.2.2.5.2. MAINTAINS MOI ON PROCEDURE FOR ASSIGNMENT AND APPLICATION OF JCN.

1.2.2.6. BRIEFS MAINTENANCE STATUS. Reports maintenance capability, problem area, and adherence to schedule data to higher authority.

1.3. DEVELOPS DOCUMENTATION:

1.3.1. MAINTAINS TIME COMPLIANCE TECHNICAL ORDER (TCTO) RECORD:

1.3.1.1. INITIATES TCTO COMPLIANCE. Receives TCTO. Requisitions kit, part, or special tool, and initiates work order.

1.3.1.1.1. RECEIVES TCTO.

1.3.1.1.2. REQUISITIONS KIT, PART, OR SPECIAL TOOL.

1.3.1.1.3. INITIATES WORK ORDER. Initiates AFTO Form 349 or MAJCOM alternate.

1.3.1.2. INPUTS TCTO DATA. Loads TCTO data into Core Automated Maintenance System (CAMS).

1.3.2. MONITORS TCTO ACCOMPLISHMENT:

1.3.2.1. RECEIVES INPUT ON TCTO STATUS. Receives and logs input about TCTO status and problem from plans and scheduling, work center supervisor, or quality assurance.

1.3.2.2. ADVISES MAINTENANCE SUPERINTENDENT. Brings problem or potential delay to attention of Maintenance Superintendent.

1.3.2.3. MONITORS KIT STATUS REPORT. Ensures kit or part required is available to do the TCTO.

1.3.2.4. ANNOTATES TCTO RECONCILIATION LISTING.

1.3.2.5. UPDATES CAMS AS TCTO STATUS CHANGE OCCURS.

1.3.2.6. ANNOTATES TCTO STATUS REPORT AS CHANGE OCCURS.

1.3.2.7. CHECKS AUTOMATED REPORT FOR TCTO STATUS.

1.3.2.8. REPORTS INTERIM TCTO STATUS. Provides manual report on TCTO status as required by MAJCOM.

1.3.3. PROJECTS OR PROCESSES TIME CHANGE ITEM (TCI):

1.3.3.1. FORECASTS TCL. Initiates AFTO Form 223, Time Change Requirements Forecast, and forwards to maintenance supply liaison (MSL). Files remaining copy.

1.3.3.2. INITIATES WORK ORDER:

1.3.3.2.1. PREPARES AFTO FORM 349. Initiates AFTO Form 349 or CAMS alternate for time change need, forwards two copies to MSL, and files remaining copy.

1.3.3.2.2. SCHEDULES TCL. Annotates copy of work order with parts-on-hand status and schedules maintenance.

1.3.3.3. ANNOTATES TCI COMPLETION. Annotates TCI completion by updating CAMS.

1.3.3.4. MAINTAINS AUTOMATED IDENTIFICATION (ID) LISTING. Maintains the ID listing product produced by data automation. Posts changes as required.

1.3.3.5. DISTRIBUTES ID LISTING. Separates computer listing, addresses listing to affected agency, and distributes.

1.3.3.6. MAINTAINS LOCALLY ASSIGNED SERIAL NUMBER LIST. Sets up and keeps a list of locally assigned serial numbers.

1.4. MANAGES MAINTENANCE ACTIVITY:

1.4.1. MANAGES AND CONTROLS MAINTENANCE RESOURCE. Manages and controls maintenance resource by ensuring maintenance action performed follows established priorities and by reallocating resources when required. Follows-up to ensure that directed actions are in progress or completed. Performs travel as required.

1.4.1.1. ESTABLISHES AND ASSIGNS PRIORITY. Designates maintenance priority. Assigns priority according to identified need by weighing resource available against maintenance support required to meet mission need.

1.4.1.2. COORDINATES RESOURCE. Coordinates with maintenance personnel to ensure that resource is used in the best way to meet mission need.

1.4.1.3. PERFORMS FOLLOW-UP. Performs follow-up action to ensure satisfactory progress or completion of directed action by communication with maintenance personnel.

1.4.2. DEVELOPS AND MAINTAINS PROCEDURAL CHECKSHEET. Develops and maintains procedural checksheet for contingency action.

1.4.2.1. COORDINATES CHECKSHEET REQUIREMENT. Develops checksheet by coordinating with higher authority and maintenance activity supervisor to determine appropriate Job Control contingency response. Performs associated travel.

1.4.2.2. PRODUCES CHECKSHEET. Produces new checksheet by preparing and coordinating draft with other agency.

1.4.2.3. MAINTAINS CHECKSHEET. Maintains checksheet by periodic review and update.

1.4.3. PROCESSES SCHEDULED WORK ORDER. Processes scheduled maintenance work order, including TCTO and TCI compliance, by reviewing preplanned maintenance schedule. Verifies work order for accuracy. Establishes estimated time to complete. Coordinates with Maintenance Superintendent to obtain the support needed to facilitate work order completion.

1.4.4. CONTROLS UNSCHEDULED MAINTENANCE. Processes unscheduled maintenance work order when notified of a discovered discrepancy by initiating or processing AFTO Form 349 or on CAMS. Determines and assigns special priority. Establishes estimated work order completion time. Coordinates with production personnel and nonmaintenance activity to obtain the support needed to facilitate work order completion. Reroutes deferred work order by annotating reason for not completing work order.

1.4.5. UPDATES AUTOMATED INFORMATION SYSTEM. Accomplishes real-time update of automated maintenance information system by direct input into CAMS.

1.5. MONITORS COMMUNICATION GROUND EQUIPMENT. Monitors status, location, and critical support-equipment level of generators, heating/air conditioners, and other ground equipment.

1.6. MONITORS/CONTROLS NONTACTICAL RADIO OPERATION:

1.6.1. CONTROLS NONTACTICAL RADIO:

1.6.1.1. MAINTAINS LOCAL RECORD.

1.6.1.2. ISSUES OR RECEIVES NONTACTICAL RADIO. Issues and receives nontactical radio as replacement for inoperative radio or for special use.

1.6.1.3. INVENTORIES NONTACTICAL RADIO. Performs annual inventory as required by appropriate regulation.

1.6.2. MONITORS USE OF RADIO NET. Monitors and corrects inappropriate or improper use of radio net.

1.6.3. COORDINATES REPAIR ON UNSERVICEABLE UNIT.

1.7. MANAGES MOBILITY EQUIPMENT:

1.7.1. INSPECTS MOBILITY EQUIPMENT. Inspects equipment to comply with applicable manual and regulation.

1.7.2. PACKS MOBILITY EQUIPMENT.

1.7.3. MARKS MOBILITY EQUIPMENT. Marks equipment container for designation of content, intended destination, weight, cubage, and required symbol.

1.7.4. WEIGHS MOBILITY EQUIPMENT. Weighs equipment container after packaging, and performs recertification of weight if the weight change is due to a reconfiguration.

1.7.5. POSITIONS MOBILITY EQUIPMENT. Positions equipment in a storage location and repositions equipment to facilitate required inspection, cleaning of storage area, or moving to new storage location, and after returning from a deployment.

1.8. MONITORS TEST MEASUREMENT AND DIAGNOSTIC EQUIPMENT (TMDE). Researches technical order for calibration interval of item and makes input to Monthly Maintenance Plan for scheduled

TMDE.

1.8.1. PREPARES ITEM FOR SHIPMENT TO PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL).

1.8.2. RECEIVES ITEM RETURNED FROM PMEL.

1.8.3. COORDINATES TMDE ASSET WITH PMEL.

1.9. INPUTS STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS) DATA. Provides maintenance status input to the monthly SORTS Report.

2. MATERIEL CONTROL:

2.1. PERFORMS MATERIEL CONTROL OPERATION:

2.1.1. IMPLEMENTS DIRECTED CHANGE. Implements change in procedure and method as directed by Chief of Supply or necessitated by change in directive.

2.1.2. REVIEWS REPORT AND STATISTICAL DATA:

2.1.2.1. REVIEWS REPORT AND STATISTICAL DATA. Reviews report and statistical data (to include supply listing R52, D04, R31, M30, R26, R20, and M06) for the purpose of evaluating work center status and identifying exception or trend that requires management action.

2.1.2.2. TAKES CORRECTIVE ACTION. Takes necessary action to correct unsafe condition or discrepancy identified in management listing.

2.1.3. DIRECTS SPECIAL REQUIREMENT:

2.1.3.1. ANALYZES REQUIREMENT. Analyzes special customer requirement to determine the most effective, efficient, and proper processing.

2.1.3.2. COORDINATES REQUIREMENT. Coordinates special requirement through organization.

2.2. FUNCTIONS AS SUPPLY LIAISON:

2.2.1. ADVISES ON OVERALL SUPPLY SITUATION. Advises supervisor and staff of the overall supply situation and makes recommendation for improvement of supply support.

2.2.2. DETERMINES ISSUE EFFECTIVENESS. Reviews and maintains report from standard and nonstandard supply system to track supply status and to determine issue effectiveness.

2.2.3. FORECASTS SUPPLY REQUIREMENT. Compiles unit input to the ANG-LGS (SA)-7402 Budget Report, and submits document to the supporting Standard Base Supply System (SBSS).

2.2.4. ASSISTS IN PROCESSING MATERIAL DEFICIENCY REPORT EXHIBIT.

2.2.5. TAKES SUPPLY DIFFICULTY ACTION.

2.2.6. MONITORS DUE IN FROM MAINTENANCE (DIFM) ITEM PROGRAM. Reports status and/or location change of DIFM item.

2.2.7. PROMOTES INTERCHANGEABLE AND SUBSTITUTE GROUP (I&SG). Assures that personnel are knowledgeable of the issue procedure for the I&SG.

2.2.8. COORDINATES TCTO KIT. Coordinates with SBSS to insure timely requisitioning and delivery of TCTO kit or item.

2.2.9. VALIDATES STANDARD REPORTING DESIGNATOR CODE. Validates and updates code for new and established equipment.

2.3. PERFORMS DEMAND PROCESSING ACTIVITY:

2.3.1. PROCESSES ISSUE REQUEST. Receives supply item request, contacts work center to cross check part number and stock number, and determines supply item status if not in CAMS or Supply Interface System.

2.3.1.1. VERIFIES URGENCY OF NEED DESIGNATOR (UND) "A."

2.3.1.2. VERIFIES UND "B."

2.3.2. ASSISTS WORK CENTER TO RESEARCH INDICATIVE DATA.

2.4. MAINTAINS BENCH STOCK:

2.4.1. FORWARDS BENCH STOCK ISSUE REQUEST TO SBSS OR ORDERS THROUGH CAMS AND CHECKS FOR ACCURACY.

2.4.2. PERFORMS MONTHLY INVENTORY.

2.5. MANAGES EQUIPMENT:

2.5.1. RECEIVES EQUIPMENT REQUEST, REVIEWS FOR ACCURACY, AND FORWARDS TO SBSS.

2.5.2. PROCESSES EQUIPMENT REQUEST FOR NEW AUTHORIZATION:

2.5.2.1. ESTABLISHES ORGANIZATIONAL SHOP CODE IN ACCORDANCE WITH AIR NATIONAL GUARD OR SBSS GUIDANCE.

2.5.2.2. ASSISTS EQUIPMENT CUSTODIAN TO ESTABLISH CUSTODY RECEIPT ACCOUNT FILE.

2.5.3. MAINTAINS TABLE OF ALLOWANCE.

2.5.4. PROCESSES CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTING (CA/CRL).
Reviews equipment out-of-balance document from SBSS. Assists work center to correct out-of-balance condition.

2.6. MANAGES MATERIAL:

2.6.1. PROCESSES INCOMING SUPPLIES AND EQUIPMENT:

2.6.1.1. RECEIVES SUPPLIES AND EQUIPMENT. Travels to SBSS to pick-up material. Inspects material and verifies accuracy. Processes warranty/guarantee item if required. Returns to work center.

2.6.1.2. RECEIVES DIRECT SHIPMENT. Receives direct shipment from depot, processes property, and forwards receiving document to SBSS. Processes damaged property as required.

2.6.2. SHIPS OUTGOING SUPPLIES AND EQUIPMENT:

2.6.2.1. RECEIVES MATERIAL FROM WORK CENTER.

2.6.2.2. PREPARES MATERIAL FOR TRANSPORT.

2.6.3. STORES SUPPLIES AND EQUIPMENT.

2.6.4. PROCESSES REPAIRABLE ASSET.

2.6.5. MONITORS REUSABLE CONTAINER PROGRAM.

2.6.6. PROCESSES CONDEMNED ITEM. Prepares documentation to turn in item to Defense Reutilization and Marketing Office.

2.7. MANAGES TECHNICAL PUBLICATION:

2.7.1. MAINTAINS TECHNICAL CORRESPONDENCE.

2.7.2. MAINTAINS FEDERAL LOGISTIC DATA COMPACT DISC FILE.

2.7.3. FILES AND DISTRIBUTES AUTOMATED DATA PRODUCT LISTING.

2.8. MAINTAINS CLOTHING AND INDIVIDUAL EQUIPMENT:

2.8.1. ORDERS ORGANIZATIONAL CLOTHING AND EQUIPMENT.

2.8.2. ISSUES CLOTHING. Receives, validates, and backorders request.

2.8.3. PROCESSES SEPARATION OF INDIVIDUAL.

2.8.4. PROCESSES ITEM FOR OFF-BASE REPAIR/CLEANING.

2.9. MONITORS SMALL ARMS WEAPON STORAGE:

2.9.1. ISSUES WEAPON. Receives request, telephones security police, and travels to vault. Inventories and issues weapon. Obtains signature, suspenses documentation, and annotates CA/CRL.

2.9.2. RECEIVES WEAPON. Receives request, telephones security police, and travels to vault. Annotates CA/CRL. Receives weapon, clears suspense documentation, and verifies quantity of weapons returned. Destroys suspense documentation.

2.9.3. PERFORMS INVENTORY. Assists in semiannual and annual inventory.

2.9.4. PROCESSES TOTAL MOBILITY SMALL ARMS REQUIREMENT. Receives and reviews requirement. Coordinates add, change, and delete with SBSS.

2.10. CONTROLS MOBILITY BAG:

2.10.1. MANAGES MOBILITY BAG (A & B BAG). Builds-up, tears-down, and forecasts supply expenditure for shelf-life and life of stock of mobility bag.

2.10.2. MANAGES CHEMICAL WARFARE BAG (C BAG). Builds-up, tears-down, and forecasts supply expenditure for shelf-life and life of stock of chemical warfare bag.

2.10.3. COORDINATES BAG MOVEMENT.

2.10.4. PROCESSES REQUIREMENT CHANGE.

2.11. MANAGES MUNITIONS:

2.11.1. DETERMINES MUNITIONS REQUIREMENT:

2.11.1.1. REVIEWS MUNITIONS REQUIREMENT LISTING.

2.11.1.2. ATTENDS MUNITIONS MANAGER'S MEETING.

2.11.1.3. PREPARES MUNITIONS FORECAST. Coordinates with SBSS. Prepares and forwards munitions forecast.

2.11.2. PERFORMS MUNITIONS INVENTORY.

2.11.3. ISSUES MUNITIONS. Issues munitions and coordinates movement.

2.11.4. RECEIVES MUNITIONS. Counts munitions issued to unit member and accounts for any munitions expended.

2.11.5. REQUESTS SPECIAL LEVEL. Prepares necessary form and forwards to Munitions Accountable Supply Officer.

2.12. PERFORMS INSPECTION:

2.12.1. PERFORMS RECEIPT INSPECTION.

2.12.2. PERFORMS TURN-IN INSPECTION. Performs travel, documentation, tagging, and coordinating.

2.12.3. SCHEDULES AND MAINTAINS SURVEILLANCE PROGRAM. Conducts review of storage location and material handling procedures. Inspects warehouse for compliance with storage regulations.

2.12.4. INSPECTS FOUND-ON-BASE PROPERTY. Verifies correct identification and forwards to SBSS.

2.12.5. INSPECTS MAINTENANCE FUNCTIONAL CHECK ITEM. Receives and reviews listing identifying any item requiring an extensive functional check prior to installation.

2.13. INITIATES ORGANIZATION REFUSAL. Initiates organizational refusal to ensure that incorrectly labeled or damaged merchandise is properly disposed of and the proper form is forwarded to Document Control for reverse post action or turn in.

2.14. MONITORS SCRAP PROPERTY DISPOSAL. Separates and segregates scrap and prepares DD Form 1348-1, DOD Single Line Item Release/Receipt Document, with proper certification and inspection signature or stamp for scrap property meeting authorized criteria and forwards DD Form 1348-1, with property, to SBSS.

2.15. PREPARES REPORT OF DISCREPANCY. Prepares SF 364, Report of Discrepancy, for damaged or misidentified property or hazardous material without safety data sheet; SF 361, Transportation Discrepancy Report,

for improper packing; SF 368, Quality Deficiency Report (Category II), for material that does not meet specification; attaches a copy of the discrepancy to the DD Form 1348-1 and conducts follow-up action.

2.16. MANAGES WAR READINESS MATERIAL (WRM):

2.16.1. STORES ALL WRM, TO INCLUDE CRATING/UNCRATING, MARKING, REPAIRING, REWAREHOUSING, INSPECTING, AND RECEIVING.

2.16.2. ENSURES WRM INFORMATION IS ACCURATELY MAINTAINED ON COMPUTER RECORD.

2.17. MANAGES MOBILE READINESS SPARES PACKAGES (MRSP):

2.17.1. FOLLOWS-UP IMMEDIATELY ON MRSP RELATED REQUISITION WITH BAD SUPPLY STATUS, TO INCLUDE SUPPLY ASSISTANCE REQUEST AND OTHER LETTER.

2.17.2. ENSURES MRSP ASSET RECEIVED IS INSPECTED, COMPLETE, SERVICEABLE, AND PROPERLY PACKAGED.

2.17.3. ROTATES MRSP ASSET WITH PEACETIME STOCK FOR DATED ASSET.

2.17.4. CONDUCTS INVENTORY:

2.17.4.1. CONDUCTS SEMIANNUAL INVENTORY.

2.17.4.2. CONDUCTS DEPLOYMENT RECOVERY INVENTORY.

2.17.5. REPORTS EXCESS/SHORTAGE.

2.17.6. ATTACHES SERVICEABLE TAG TO MRSP ASSET.

2.17.7. INPUTS LOCATION LOAD ON DISC AND FORWARDS TO SBSS.

2.17.8. DELIVERS MRSP ASSET TO SBSS FOR LATERAL SUPPORT.

2.17.9. PERFORMS ANNUAL MRSP RECONCILIATION.

2.18. DIRECTS EQUIPMENT AUTHORIZED IN-USE DETAIL INVENTORY:

2.18.1. OBTAINS CA/CRL.

2.18.2. PERFORMS INVENTORY. Physically counts asset and annotates listing and card; obtains signature of custodian on listing; forwards card to Computer Operations and listing to Equipment Management; performs recount, as required.

2.18.2.1. CONDUCTS SEMIANNUAL INVENTORY.

2.18.2.2. CONDUCTS DEPLOYMENT RECOVERY INVENTORY.

2.19. UPDATES CAMS:

2.19.1. PERFORMS MISSION CAPABILITY (MICAP) REQUISITION:

2.19.1.1. REVIEWS AF FORM 2414, VERIFICATION WORKSHEET.

2.19.1.2. INPUTS MICAP REQUISITION INTO CAMS AND POSTS REQUIREMENT ON MICAP STATUS BOARD.

2.19.1.3. VERIFIES CALL BACK FROM SBSS.

2.19.2. PROCESSES ROUTINE REQUISITION INTO CAMS.

2.19.3. NOTIFIES SBSS OF ASSET NOT LOADED INTO SUPPLY SYSTEM.

2.20. PERFORMS SUPPLY ASSISTANCE VISIT.

2.21. MANAGES 463L PALLET AND NET SYSTEM:

2.21.1. INVENTORIES/CLEANS PALLET AND NET.

2.21.2. PERFORMS CORROSION CONTROL OF PALLET. Prepares pallet for painting/repainting.

2.21.3. REPAIRS PALLET OR NET.

2.21.4. SHIPS TO DEPOT IF REPAIR EXCEEDS LOCAL CAPABILITY.

2.21.5. COORDINATES REPLACEMENT WITH HOST UNIT.

3. TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

3.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES TRAINING REQUIREMENT.

3.2. ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.

3.3. DEVELOPS/REVIEWS TRAINING PLAN.

INDIRECT:

I1. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:

I1.1.3. RATES PERFORMANCE:

I1.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

I1.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.1.4. PREPARES SELECTIVE RETENTION PROGRAM CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes consideration.

I1.2. SUPERVISES PERSONNEL:

I1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

I1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

I1.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, proofreads, and signs final copy.

I1.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

I1.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

I1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

I1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual, and informs work center personnel on change affecting work center activity.

I1.2.3.3.1. INFORMS WORK CENTER PERSONNEL.

I1.2.3.3.2. INFORMS INDIVIDUAL.

I1.3. REVIEWS/PROCESSES INCOMING DISTRIBUTION. Reviews/processes incoming correspondence for information and necessary action and marks for routing.

I1.4. REVIEWS/PROCESSES OUTGOING DISTRIBUTION. Reviews/processes outgoing correspondence for completeness and accuracy and signs.

I1.7. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.

I1.7.2. INSPECTS WAREHOUSE/MAINTENANCE FACILITY.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

I1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status, and identifies possible trends that require management attention.

I2. ADMINISTRATION:

I2.5. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.2. PREPARES FOR UNIT MEETING.

I3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting.

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period and arranges area to conform with sanitary, safety, or security requirement.

I7.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

I7.3.2. CLEANS MAINTENANCE OR WAREHOUSE AREA.

[illegible]

Combat Communications Squadron

UTC Listing

Equip	UTC
CCTF	6JCA1
GRC-171	6KGB1
GRC-175	6KGH1
GRC-206(MRC108)	6KGQ1
MRC-144	6KGN1
MRT-2	6KLN4
OA-8112	No UTC
SB-3614	6KCM1
SB-3865	6KCG1
TGC-27	6KDF1
TRC-170 V2	6KHG1
TRC-170 V3	6KHH1
TRC-176	6KGF1
TRQ-35(TRQ-42)	6KLT1
TRQ-42(TRQ-35)	6KLR1
TSSR	6KFZ1
TSC-60 V2/V4	6KFE1
TSC-60 V3	6KFF1
TSC-60 V4	6KFM1
TSC-60 V7	6JC45
TSC-60 V8 W/OG190	6KFM1
TSC-60 V9 W/OG190	6KFN1
TSC-60 V10	NO UTC
TSC-85	6KJS1
TSC-88	6KJC1
TSC-93	6KJP1
	6KJV1
TSC-94	6KJL1
	6KJB1
	6KJN1
TSC-100	6KJK1
	6KGN1
TSC-102	6KJD1
TSC-107	6KAB8
TSC-122	6JC46
TSQ-146	6KLM4
TSQ-111	6KED1
TTC-39A	6KCJ1
	6KCH1
TTC-39	6KQG1
	6KDQ1
TWADS (THM-3)	6KHB1
	6KHJ1
URC-119	6KFP1